



PERSONNEL COMMISSION

Class Code: 0120
Salary Range: 55 (M2)

ACCOUNTING DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, manage and supervise the assigned functions of the Accounting Branch in the collection, disbursement, accounting and reporting of all District funds; perform related duties as assigned

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, assign and supervise the work of assigned staff in the Accounting Branch. **E**
- Plan and direct accounting activities including posting to and maintaining the general ledger, program accounting, accounts payable and the central student body account. **E**
- Prepare financial reports on the condition of the District for District management or mandated reports for local, state or federal agencies; issue bulletins and memoranda to District departments and programs on accounting and financial practices and procedures, as needed. **E**
- Confer with and advise administrators and managers on financial management reporting requirements and related Board policies and regulations. **E**
- Direct the annual physical inventory of District equipment. **E**
- Review and authorize the disbursement of district funds in accordance with the availability of funds, Board of Education policies and accounting requirements. **E**
- Direct, review and report on complex accounting matters using the computerized financial management system. **E**
- Maintain expenditure records of the District. **E**
- Assure the accuracy of and approve payment vouchers in accordance with established procedures. **E**
- Review and approve year-end closing account activities. **E**
- Analyze and implement rules and regulations concerning fiscal administration and reporting and set up procedures to meet mandated requirements. **E**
- Keep current on changes and modifications in regulations and rulings on accounting practices, which may require adjustments, and changes in District accounting functions. **E**
- Make presentations before groups. **E**

- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** that identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Accounting Director plans, coordinates and supervises District accounting activities which include accounts payable, accounts receivable, program accounting, preparing reports, student body accounts and maintaining financial records. An incumbent directs and supervises a professional, paraprofessional staff, secretarial and clerical support staff.

EMPLOYMENT STANDARDS

Knowledge of:

Generally accepted professional accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping techniques.

Preparation of comprehensive financial reports.

Applicable sections of the Education Code and state financial management regulations.

The application of electronic data processing to financial transactions including on-line applications.

Organization, work management and personnel supervision.

Maintenance of financial and statistical records.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Office equipment such as computer, keyboard, and multi-line telephone.

Modern office practices and procedures.

Ability to:

Plan, organize, and supervise the financial and statistical record keeping activities.

Prepare reports and summarize findings for District management.

Perform difficult and complex accounting work.

Maintain or direct the maintenance of financial and statistical records.

Interpret, apply and explain rules, regulations and District policies to employees and others.

Analyze situations accurately and adopt an effective course of action.

Operate a personal computer including keyboard and a financial computing system.

Meet schedules and timelines.

Make presentations before groups.

Operate a variety of office equipment such as a computer, related software applications, keyboard, multi-line telephone.

Establish and maintain effective working relationships with other employees of the District, vendors and other public agencies as appropriate.

Speak and administer effectively with initiative and tact.

Education and Training:

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

Experience:

At least five years of professional financial or accounting experience, preferably in a public agency, involving operation of accounting systems and preparing claims and management reports. Such experience should be in an organization with an annual budget approximating \$100 million.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

WORKING ENVIRONMENT

Office environment.

Occasional visits to school sites.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.